

## WORKSHEET FOR ORDERING AND MOBILIZING SEATS

Date:	Time:	Prepared By:
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**NOTE: THE ORDERING AGENCY MUST ENSURE THE FOLLOWING SECTIONS ON SEAT BASE OPERATIONS, WATER AND RETARDANT SUPPLY ARE COMPLETED BEFORE ORDERING THE SEAT.**

### RESOURCE ORDER INFORMATION:

A-	Enter the "A" Number assigned for the aircraft and support on the Aircraft Resource Order form. The support equipment (fuel truck and retardant mixing plant) are part of the SEAT contract and are given one "A" Number.
O-	Enter the "O" Number assigned for the Single Engine Airtanker Manager (SEMG) on the Overhead Resource Order form. Be sure to verify the availability of a SEMG <b>before</b> ordering a SEAT. <i>Note: SEATs can not be utilized without an assigned qualified manager.</i>
E-	It may be necessary to assign "E" Numbers to additional equipment that needs to be ordered for SEAT base operations like water tenders or fork lifts to off-load retardant .

### SEAT BASE OF OPERATIONS:

Airport Name:	Designator:	Lat:	Long:
Airport Contact:	Phone:	Type of Fuel:	
Driving Instructions: <i>Relay to fuel truck driver and SEMG .</i>			
MOU or Agreements In Place For Base Operations: <i>Check One</i> <ul style="list-style-type: none"><li><input type="checkbox"/> Agreements In Place: ( <i>Provide a copy to SEMG</i> )</li><li><input type="checkbox"/> Agreements Pending: ( <i>Provide SEMG with draft or status report on progress</i> )</li><li><input type="checkbox"/> No Agreements In Place ( <i>Provide SEMG with the names of procurement personnel that will handle securing the agreement. </i> )</li></ul>			
Additional Needs / Comments: Include information or instructions needed to operate at the base like contact names, locked gates, etc..			

### WATER SOURCE:

Primary Water Source: <i>Include all instructions for using the water supply and pass on the information to the SEMG.</i>
Back-up Water Source:
Additional Needs / Comments: <i>List any additional resources or equipment that the SEAT base may need to obtain the water source outlined above like contact names, water tenders, portable storage tanks ect..</i>

**RETARDANT:**

Type of Retardant:	Powder (Buckets)	Liquid Concentrate (LC)
Retardant Source: <i>List the main source where the agency will obtain the retardant supply.</i>		
Transportation Information: <i>Provide answers to the questions in the right side of the table.</i>		
How will the retardant be procured transported to the operational site ?		
What is the time frame for retardant delivery ?	ETA on site at:_____	
What is the retardant re-supply plan ?		
What is the time frame for re-supply plan ?		
What is the retardant storage plan ?		
Additional Needs: <i>List the additional resources, equipment and supplies that will be necessary to accomplish the plan outlined on the right side of the table.</i>		

**PROCESSING THE ORDER FOR A SEAT W/SUPPORT:****CONTRACT INFORMATION:**

Check One:

- ☐ CWN Contract: Orders are placed directly to the Vender off the OAS Source List if within the local area, otherwise through the normal dispatch channels.
- ☐ Exclusive Use Contract: Orders are placed through the regular dispatch channels to the unit or agency that sponsors the contract.

**VENDER INFORMATION:**

Company Name:		Phone:	
N-Number:	Tanker Number:	Make:	Gallons:
Pilot Name:	Phone:	Level: ( I or II )	
Drivers Name:	Phone:	Truck License #:	
Aircraft Color:	FUEL TYPE:	Jet-A	Av-Gas

**EXCLUSIVE USE:** If you are filling the order with a SEAT off an exclusive use contract, pass the following information through the established dispatch channels.

**CWN:** If you are filling the order with a SEAT off the CWN contract, provided the following information directly to the vender:

- ☐ Name of the agency that is procuring the aircraft.
- ☐ Type of contract the aircraft and support is being mobilized under.
- ☐ Name and phone number of a contact person in dispatch or the agency.
- ☐ Date and Time the resource is needed.
- ☐ Location the SEAT and support will be mobilized to.
- ☐ All information off the Aircraft Resource Order (fax a copy to the vendor if possible).
- ☐ Date and time the SEMG will arrive at the mobilization location.
- ☐ Pass on any information that was recorded from the worksheet above about the airport or the base of operations.

**MOBILIZING THE SEAT W/SUPPORT:**

Ensure you have received the following information from the vendor before the SEAT departs from their home base to your location:

**AIRCRAFT:**

ETD:	From:	ETA:	To:	Estimated Flight Time:
<b>FLIGHT FOLLOWING:</b> <i>(Check One)</i>				
FAA Flight Plan:		Make sure to get general flight itinerary from pilot, including the location of any known fuel stops for possible re-route information.		
Agency Flight Following:		Make sure to give the pilot all the frequencies and names of dispatch offices that they will be flight following with. Include a back up plan if the pilot is unable to establish communication during any leg of the ferry flight.		
Aerial Hazards: Pass on any known aerial hazards or TFRs in the area or in the flight route to the designated base of operations.				

*Note: If you are mobilizing a SEAT across established geographic dispatch areas, include all the resource tracking requirements outlined in the National MOB Guide.*

**FUEL / SUPPORT TRUCK:**

ETD:	From:	ETA:	To:	Estimated Driving Time:
Driving Route: Obtain a general route the support / fuel truck driver will be taking, including any over night stops. Establish and relay any resource check-in procedures that the agency may require, like a check-in phone call when the support arrives at the designated base or fuel stops. Make sure the support / fuel truck driver has the dispatch or contact phone number to call incase of problems or delays when traveling to the base of operations.				